New legislation effective January 1, 2013 (enacted as part of omnibus ethics legislation Ch. 399, Part A, §4, L. 2011) establishes a database, “Project Sunlight,” which makes available to the public data concerning individuals and firms who appear before State entities with respect to five categories of matters: (1) procurement of State contracts, (2) rate-making, (3) regulatory matters, (4) judicial or quasi-judicial proceedings, or (5) rule-making per the State Administrative Procedures Act. Given the nature of Farmingdale State College’s activities, we are most likely to be impacted in the area of procurement. We are required to report appearances by individuals and firms who appear before Farmingdale State College’s decision-makers or persons who advise decision-makers. Administration and Finance will be handling the entry of these appearance reports centrally. Each time you have an appearance that must be reported, fill out the following form and return via e-mail to Lisa Bruns in the Purchasing Office at lisa.bruns@farmingdale.edu or Dorothy Hughes at Dorothy.hughes@farmingdale.edu in the Internal Control Office within three days of the communication/appearance.

Date of Appearance: ____________/__________/____________________

Type of Meeting: (Check all that apply) □ In-Person □ Telephone □ Video Conference

Location of Appearance: __________________________________________

Building, Street, City, State, Zip

Purpose of Meeting:

________________________________________________________________________________________________________

Name of Campus Contact:

________________________________________________________________________________________________________

Company at Appearance:

________________________________________________________________________________________________________

Company Location:

city, zip only [if large company, location that representative works out of]

Name of Company Contacts:

________________________________________________________________________________________________________

For questions on whether or not Project Sunlight applies to your communications, please refer to the http://www.suny.edu/compliance/topics/projectssunlight or contact Lisa Bruns at 420-2245 or Dorothy Hughes at 420-2424.